

RECORDS

*Hal: These are the
note from which
I talked to Mr. [redacted]*

(16 Sluff) on 12 Oct

A. What has been done?

1. Records schedules/programs established in each component.
2. Records are being controlled to some extent through decentralized (circa 1963) records management systems.
 - a. Records are being destroyed.
 - b. Records are being sent to Records Center.
3. Very effective Archives and Records Center, operates well, provides good service, protects records, moveable shelving.
4. Forms management activity functions smoothly and effectively but with limited scope.
5. Records Management Board established; its regular meetings facilitate inter-directorate communications and establishment and execution of records management policy and procedures.
6. Microfilm program officer (SSS) identified, assists components in microfilm applications, hardware selection, microfilm seminars.

B. What are problems?

1. Modern duplicating and printing processes result in unending and growing masses of paper being produced. Problem: retain the valuable, dispose of the garbage on a timely basis.
2. Preservation of the valuable records has proven difficult, especially during purge. No archives program, office of record identification.
3. Most component records management officers are able only to give part of their time to records. More attention is needed to update records schedules, assist in records retirement or destruction, application of microfilm systems where appropriate, active forms management. Decentralization leads to those being done with varied results in the directorates.

4. Pressures:

- a. Safe space, vault space, file maintenance is expensive in headquarters, limits accretion.
 - b. Even with moveable shelving, A&RC is limited in amount of records it can absorb.
 - c. Screening of records to weed out useless and duplication is expensive and time-consuming.
 - d. Microfilming does reduce records volume but it is both costly and demanding of manpower.
 - e. Failure to clearly identify offices of record leads to duplication in records retention.
5. Our central CIA Records Management Staff is too small to provide the component records officers with the services they would like; too small to aggressively pursue records management improvements Agency-wide.

C. Solutions:

1. Informed and concerned senior-level management.
2. Archives program/retention plans.
3. 1000 feet limitation.
4. Safe requisitions.
5. Microfilm officer.
6. DD/S Records Management Staff.
7. Microfilm seminars.
8. Forms Management Assistant.
9. Full time records officers.